### **DEFINITIONS (CONT'D)**

**Identifying Information:** A name or number that may be used, alone or in conjunction with any other information, to identify a specific person. The following are examples of Identifying Information:

- > Name, Birth Date, Social Security Number, Drivers License or Identification, Alien Registration, Passport Number, Employer or Tax Identification Number;
- > Unique Biometric Data, such as a Fingerprint, Voiceprint, Retina or Iris Image, or other Physical Representation;
- > Unique Electronic Identification, Address, Routing Code.

Notice of Address Discrepancy: A notice from a consumer reporting agency informing the Company of a substantial difference between the address that the consumer provided and the address in the agency's file for the consumer.

Red Flag: See Section 3.

Readily Available Biographical Information: Information drawn from the Customer's life history and includes such things as the Customer's social security number (or the last four digits), mother's maiden name, home address, or date of birth.

Service Provider: A provider of a service directly to a financial institution or Creditor.

### STATEMENT OF CORPORATE POLICY

The policy of Hiawatha Company's is to comply with the letter and spirit of all laws of the United States, including those pertaining to Identity Theft contained in the Fair Credit Reporting Act, as amended, 15 USC 1681 *et seq.*, and the Federal Trade Commission's (FTC's) regulations, 16 CFR Part 681. The Company's policy is to protect against the risk of Identity Theft.

The FTC's regulations require the Company to establish a written Identity Theft Prevention Program, and to train its personnel accordingly. This Manual, in conjunction with the Company's Customer Proprietary Network Information (CPNI) Manual, constitutes the Company's written Identity Theft Prevention Program.

All personnel are required to follow the policies and procedures specified in this Manual.

- Any questions regarding compliance with applicable law and this Manual should be referred to Jay Brogan, President and C.E.O.
- ◆ The following individuals are responsible for oversight of the Company's Identity Theft Prevention Program:

Jay Brogan, President and C.E.O.

The Company's Board of Directors Approved this Manual on April 9, 2009.

### WHAT IS A RED FLAG?

A Red Flag is a pattern, practice or specific activity that indicates the possible existence of Identity Theft.

### Examples of Red Flags:

- > Alerts, notifications, or warnings from consumer reporting agencies, law enforcement, Customers, or victims of Identity Theft.
- Presentation of suspicious documents.
- > Unusual use or suspicious activity related to a Covered Account.
- > Presentation of suspicious personal identification information.

The purpose of this Manual is to set forth the Company's policies and procedures regarding Red Flags and the prevention and mitigation of Identity Theft.

### **IDENTIFICATION OF COVERED ACCOUNTS**

The Red Flag rules require the Company to periodically determine whether it offers or maintains Covered Accounts.

The Company will treat all Accounts involving the provision of service on a deferred-payment basis to the public (including residential and business services), as Covered Accounts.

The Company will, on an ongoing basis, determine whether any Accounts that it has not previously treated as Covered Accounts, should be treated as Covered Accounts, taking into consideration:

- > The methods of opening Accounts;
- > The methods of access to Accounts; and
- > Previous experiences with Identity Theft.

### **OVERVIEW OF IDENTITY THEFT PREVENTION PROGRAM**

The Company endeavors to detect, prevent and mitigate Identity Theft (1) in connection with the opening of a Covered Account, and (2) with respect to existing Covered Accounts.

### The Company will—

- 1. Identify relevant Red Flags for the Covered Accounts that the Company offers or maintains (see Section 6);
- Detect Red Flags (see Section 6);
- 3. Take appropriate action to prevent and mitigate any detected Red Flags (see Section 7); and
- 4. Periodically update this Manual to reflect changes in risks to Customers and to the safety and soundness of the Company from Identity Theft (see Section 8).

### **IDENTIFYING RED FLAGS**

### **OPENING OF NEW ACCOUNTS**

The Company has determined that a reasonably foreseeable risk of Identity Theft exists when prospective Customers seek to open new Accounts. The Company will therefore use reasonable measures to identify a person or entity that seeks to open a Covered Account.

This Section 6 therefore identifies Red Flags applicable to the opening of new Covered Accounts, and establishes the Company's method of detecting such Red Flags.

The Company will not open a Covered Account or provide any service until it is able to satisfactorily identify the prospective Customer in accordance with this Section 6. If the Company detects a Red Flag during the process of opening a Covered Account, it will place the opening of the Covered Account on hold until it can satisfactorily resolve the Red Flag.

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

- A. Opening of Covered Accounts for Personal, Family or Household Purposes.
  - 1. Required Information: When a prospective Customer seeks to open a Covered Account for residential service (i.e., for personal, family or household purposes), the Company will ask for the following from the prospective Customer:
    - > name:
    - > address;
    - birth date;
    - > an unexpired government-issued identification bearing a photograph, such as a driver's license or passport.

The Company will also encourage (but not require) Customers to establish passwords as a means of protecting against potential future Identity Theft.

The Company will encourage Customers who establish passwords not to use Readily Identifiable Biographical Information.

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

- A. Opening of Accounts for Personal, Family or Household Purposes (Cont'd).
  - 2. Identification Confirmation.
    - a. The Company will make a photocopy of the prospective Customer's identification, and will inspect the identification for any signs of falsification, such as:
      - > misspellings;
      - > a photo that does not resemble the prospective Customer;
      - inconsistencies in color, texture or images (such as erasures or smudges);
      - raised edges around a photograph indicating the placement of a second photograph over an original photograph;
      - > card wear inconsistent with date of issuance (such as an identification that appears new but bears an issuance date of many years);

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

- A. Opening of Accounts for Personal, Family or Household Purposes (Cont'd).
  - 2. Identification Confirmation (Cont'd).
    - b. Address Discrepancies.

If a prospective Customer provides an address to the Company that does not match the prospective Customer's identification, the Company will verify the validity of the prospective Customer's address. The following are examples of methods that the Company may utilize:

- ➢ If the prospective Customer recently moved to the area, the Company will request proof of the recent move. Examples include: moving company's receipt, sticker on valid driver's license, voter registration card, utility bill, piece of mail with forwarding sticker.
- ➤ The Company may choose to order a Consumer Report with respect to the prospective Consumer as a tool to confirm identity. Before ordering a Consumer Report, the Company will obtain the prospective Customer's written approval (see Appendix 3). The Company may quiz the prospective Customer regarding non-public information contained therein. The Company may also choose to employ the services of a third-party Identity Theft detection agent.
- c. The Company will create a record of the means used to verify a Customer's identity. The Company will retain such record until 5 years after the Account is closed. Upon disposal, the Company will completely destroy the record.

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

### B. Opening of Business Accounts.

For a prospective business Customer, the Company will require documents to verify the existence of the business. Such documents may include:

- > Articles of Incorporation or Articles of Limited Liability Company and evidence of filing of same with the Michigan Department of Labor and Economic Growth.
- > Partnership agreement.
- > Trust instrument.
- > Federal Tax ID document

A sole proprietorship may use an "assumed name" document filed with the Department of Labor and Economic Growth, or the personal information of the sole proprietor.

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

- C. Examples of Red Flags in the Opening of New Accounts.
  - 1. Suspicious Documents and Personal Identifying Information.
    - a. Information on the identification is inconsistent with information provided by the person opening a new Covered Account.
    - b. Information on the identification is inconsistent with readily accessible information, such as a signature on a check.
    - c. Documentation that appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.
    - d. An address not matching any address in a Consumer Report;
    - e. Documents provided for identification appear to have been altered or forged (discussed above).

### **IDENTIFYING RED FLAGS (CONT'D)**

### OPENING OF NEW ACCOUNTS (CONT'D)

- C. Examples of Red Flags in the Opening of New Accounts (Cont'd).
  - 2. Unusual Use of, or Suspicious Activity Related to, the Covered Account.
    - A Covered Account is used in a manner inconsistent with established patterns of activity, such as a material change in telephone local and toll calling patterns;
    - b. Usage of a Covered Account that has been inactive for a reasonably lengthy period of time.
    - c. A Customer advises that the Customer is not receiving monthly bills from the Company.
    - d. A Customer advises of unauthorized charges or transactions in connection with a Covered Account.
    - 3. The Company receives notice from a Customer, a victim of Identity Theft, law enforcement, or any other person that it may have opened an Account for a person engaged in Identity Theft.

### **IDENTIFYING RED FLAGS (CONT'D)**

### **OPENING OF NEW ACCOUNTS (CONT'D)**

- C. Examples of Red Flags in the Opening of New Accounts (Cont'd).
  - 4. If the Company uses a Consumer Report
    - a. The report contains a fraud or active duty alert.
    - b. A consumer reporting agency provides a notice of credit freeze in response to a request for a Consumer Report.
    - c. A consumer reporting agency provides a Notice of Address Discrepancy.
    - d. A Consumer Report indicates a pattern of activity inconsistent with the history and usual pattern of activity of a prospective Customer.
    - e. A recent and significant increase in the volume of inquiries.
    - f. An unusual number of recently established Credit relationships.
    - g. A material change in the use of Credit, especially with respect to recently established Credit relationships.
    - h. The social security number is associated with a deceased person.

If a Consumer Report specifies a telephone number to be used for identity verification purposes, the Company will contact the consumer using the specified telephone number.

### **IDENTIFYING RED FLAGS (CONT'D)**

### PROTECTION OF EXISTING ACCOUNTS

The Company has policies and procedures in place to safeguard customer proprietary network information (CPNI). The Company will continue to utilize its CPNI policies procedures as a safeguard against unauthorized access to Customer CPNI, including pre-texting. Pre-texting is the practice of obtaining call record detail and other CPNI under false pretenses. The Company also monitors suspicious transactions, and verifies change of address requests in accordance with its CPNI Compliance Manual.

The Company updates its Manual to account for changes in law, and it contains all essential information and forms to ensure the Company's compliance with CPNI regulations.

The Company will continue to follow its CPNI Compliance Manual as a means of preventing Identity Theft. The Company will also continue to improve its Identity Theft Prevention Program based on its experience with past incidents of Identity Theft, and new methods of committing Identity Theft of which it becomes aware.

The Company treats the following as Red Flags—

- Alerts, notifications, or other warnings from consumer reporting agencies or Service Providers;
- > Suspicious address changes;
- > The unusual use of, or other suspicious activity related to, a covered Account; and
- > Notice from Customers, victims of Identity Theft, law enforcement authorities, or other persons regarding possible Identity Theft in connection with a Covered Account.

### PREVENTING AND MITIGATING IDENTITY THEFT

The Company will respond appropriately when it detects a Red Flag. In determining how to respond, the Company will consider aggravating factors that may heighten the risk of Identity Theft.

Appropriate responses include one or more of the following depending on the circumstances:

- Monitoring a Covered Account:
- Contacting the Customer:
- > Changing passwords or security codes that permit access to a Covered Account;
- > Reopening a Covered Account with a new account number;
- > Declining to open a Covered Account for a prospective Customer;
- Closing an existing Covered Account (in accordance with Michigan Public Service Commission rules, if applicable);
- Not collecting on a Covered Account; or
- > Notifying law enforcement (see Section 10 of CPNI Compliance Manual).

### UPDATING THE IDENTITY THEFT PREVENTION PROGRAM

The Company will update this Program periodically to reflect changes in risks to Customers or to the safety and soundness of the Company from Identity Theft.

In updating this Program, the Company will consider the following:

- > The Company's experiences with Identity Theft.
- > Changes in methods with which Identity Theft is committed.
- > Changes in methods to detect, prevent, and mitigate Identity Theft.
- > Changes in the types of Accounts that the Company offers or maintains.
- > Changes in the Company's business arrangements, such as mergers, acquisitions, alliances, joint ventures, and Service Provider arrangements.

### **ANNUAL REPORT**

The Company will designate a person to be responsible for preparing an Annual Report to the Board of Directors, appropriate committee of the Board, or a designated senior-level manager.

The Annual Report will address at least the following:

- > The effectiveness of the Company's policies and procedures in addressing the risk of Identity Theft in connection with the opening of Covered Accounts.
- ➤ The effectiveness of the Company's policies and procedures in addressing the risk of Identity Theft with respect to existing Covered Accounts.
- > Arrangements with Service Providers.
- > Significant incidents involving Identity Theft and management's response.
- > Recommendations for material changes to the Company's Identity Theft Prevention Program.

The Annual Report will be in a format similar to that contained in Appendix 1.

### **SERVICE PROVIDERS**

To the extent that the Company engages a Service Provider to perform an activity in connection with one or more Covered Accounts, the Company will ensure that the Service Provider has its own Identity Theft Prevention Program to detect and address Red Flags.

The Company is ultimately responsible for complying with Red Flag rules even if it outsources Account-related activity to a Service Provider.

### **USE OF CONSUMER REPORTS**

To the extent that the Company uses Consumer Reports in the opening of a new Covered Account, it will comply with this Section 11.

If the Company receives a Notice of Address Discrepancy from a consumer reporting agency, the Company must form a reasonable belief that the Consumer Report relates to the prospective Customer about whom it has requested the report.

The Company will do one or more of the following to determine whether it has a reasonable belief that the Consumer Report relates to the prospective Customer about whom it has requested the report:

- ➤ Compare the information in the Consumer Report with information the Company uses to verify the prospective Customer's identity.
- ➤ Compare the information in the Consumer Report provided by the consumer reporting agency with information the Company obtains from third-party sources.
- Verify with the prospective Customer.

### USE OF CONSUMER REPORTS (CONT'D)

If the Company has reasonably confirmed that an address relates to the prospective Customer about whom it has requested the report, it must furnish the address for the prospective Customer to the consumer reporting agency from whom it received the Notice of Address Discrepancy.

### **DISCIPLINARY ACTION**

Any failure to follow this Manual will result in appropriate disciplinary action in accordance with established Company disciplinary policies. Such failures shall be treated as a serious offense, and may result in suspension or termination of employment in appropriate cases. The Company will also require additional training to ensure future compliance.

## APPENDIX 1 ANNUAL REPORT FORM

To be completed by the Board of Directors, appropriate committee of the Board of Directors, or a designated senior-level manager.

### ANNUAL REPORT FOR HIAWATHA COMPANY'S

This Annual Report constitutes Hiawatha Company's obligation under the Federal Trade Commission's (FTC) regulations and guidelines, 16 CFR Part 681, to produce an Annual Report to address the Company's compliance with the FTC's Red Flag regulations.

### 1. Effectiveness of Policies and Procedures

### a. Opening of Covered Accounts

The Company provides the following report regarding the effectiveness of the Company's policies and procedures in addressing the risk of Identity Theft in connection with the opening of Covered Accounts:

### b. Existing Covered Accounts

The Company provides the following report regarding the effectiveness of the Company's policies and procedures in addressing the risk of Identity Theft in connection with existing Covered Accounts:

### 2. Arrangements with Service Providers

The Company does not outsource some services to third party Service Providers related to Covered Accounts. [If the Company "does," list them and state:] The Company has taken the following measures to ensure that its Service Provider(s) have Identity Theft Prevention Program(s) to detect and address Red Flags:

### 3. Significant Incidents Involving Identity Theft

The Company reports the following significant incidents involving Identity Theft and management's response:

### 4. Recommendations for Material Changes to the Program

The Company should consider the following changes to its Identity Theft Prevention Program.

Jay Brogan	
President and CEO	
Dated:	

### **APPENDIX 2**

## EMPLOYEE VERIFICATION OF RED FLAG COMPLIANCE MANUAL REVIEW

### **Employee Verification**

Employee Name:	
	eany's Red Flag and Address Discrepancies g Procedures and agree to comply with the
	Employee Signature
	Date

### **APPENDIX 3**

### SAMPLE FORM FOR CREDIT REPORT AUTHORIZATION

### CREDIT REPORT AUTHORIZATION AND RELEASE

Authorization is hereby granted toobtain a standard factual data credit agency chosen by Company.	(Company) to sumer credit reporting	
Social Security Number	Date of Birth	
Last Name	First Name	M.I.
Street		
City	State	Zip Code
Phone Number	_	
Signature	Date	

OCT 23 2013
FCC Mail Room

### **Customer Privacy Materials**

# Annual Customer Do-Not-Call Notification

To address consumer concerns about unwelcome telemarketing calls, the Federal Communications Commission (FCC) and Federal Trade Commission (FTC) have established a national Do-Not-Call Registry. The registry applies to all telemarketers (with the exception of certain non-profit and political organizations) and covers both interstate and intrastate telemarketing calls. Commercial telemarketers are not allowed to call you if your number is listed on the registry.

You can register your phone number for free, and it will remain on the national Do-Not-Call Registry for five years. You may re-enter your number onto the list when the five years have passed, and you may remove your name from the list at any time. The Do-Not-Call Registry will not prevent all unwanted calls. It does <u>not</u> cover the ollowing;

- Calls from organizations with which you have established a business relationship;
- Calls for which you have given prior written consent;
- Calls which are not commercial or do not include unsolicited advertisements;
- Calls by or on behalf of tax-exempt non-profit organizations.

consumers may register their residential telephone number, icluding wireless numbers, on the national Do-Not-Call Registry at o cost by telephone or on the Internet. To register by telephone, onsumers may call 1-888-382-1222. For TTY call 1-866-290-4236. Ou must call from the phone number you wish to register. You say also register by Internet at <a href="https://www.donotcall.gov">www.donotcall.gov</a>. Inclusion of our telephone number on the national Do-Not-Call Registry will be fective three months following your registration.

## Annual Customer Do-Not-Call Notification

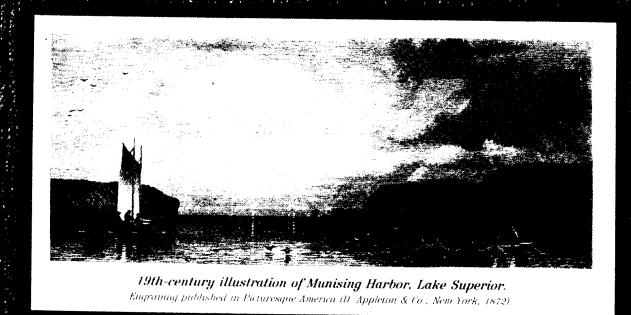
To address consumer concerns about unwelcome telemarketing calls, the Federal Communications Commission (FCC) and Federal Trade Commission (FTC) have established a national Do-Not-Call Registry. The registry applies to all telemarketers (with the exception of certain non-profit and political organizations) and covers both interstate and intrastate telemarketing calls. Commercial telemarketers are not allowed to call you if your number is listed on the registry.

You can register your phone number for free, and it will remain on the national Do-Not-Call Registry for five years. You may re-enter your number onto the list when the five years have passed, and you may remove your name from the list at any time. The Do-Not-Call Registry will not prevent all unwanted calls. It does <u>not</u> cover the following:

- Calls from organizations with which you have established a business relationship;
- Calls for which you have given prior written consent;
- Calls which are not commercial or do not include unsolicited advertisements;
- Calls by or on behalf of tax-exempt non-profit organizations.

Consumers may register their residential telephone number, including wireless numbers, on the national Do-Not-Call Registry at no cost by telephone or on the Internet. To register by telephone, consumers may call 1-888-382-1222. For TTY call 1-866-290-4236. You must call from the phone number you wish to register. You may also register by Internet at <a href="https://www.donotcall.gov">www.donotcall.gov</a>. Inclusion of your telephone number on the national Do-Not-Call Registry will be effective three months following your registration.

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Serving:

Bay Mills

Eckerman

Hulbert

Seney

Brimley

**Grand Marais** 

Munising

Shingleton

Deer Park

Hiawatha Forest

Paradise

Additional Listings for:

AuTrain Curtis Chatham Marquette

Sand River Sault Ste. Marie

Trenary Newberry

Skandia





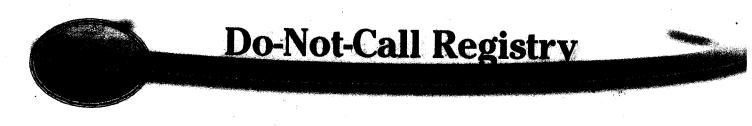






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### **Do-Not-Call Registry**

The Federal Communications Commission (FCC) and Federal Trade Commission (FTC) have established a nati Do-Not-Call Registry. The registry applies to all telemarketers (with the exception of certain non-profit and poli organizations) and covers both interstate and intrastate telemarketing calls. Commercial telemarketers are not allowed to call you if your number is listed on the registry.

You can register your phone number for free, and it will remain on the national Do-Not-Call Registry permanently. may remove your name & number from the list at any time.

The Do-Not-Call Registry will not cover the following:

- \*calls from organizations with which you have a business relationship;
- \*calls for which you have given prior written consent;
- \*calls which are not commercial or do not include unsolicited advertisements;
- \*calls by or on behalf of tax-exempt non-profit organizations.

Consumers may register their residential telephone number, including wireless numbers, on the national Do-Not Registry at no cost, by telephone or on the Internet. To register by telephone, consumers may call 1-888-382-1 For TTY call 1-866-290-4236. YOU MUST CALL FROM THE PHONE NUMBER YOU WISH TO REGISTER. You also register by Internet at <a href="https://www.donotcall.gov">www.donotcall.gov</a>. Inclusion of your telephone number on the national Do-Not-Call Rewill be effective the next day. Telemarketers have up to 31 days to get your phone number removed from their call

### **Custom Calling Features**



Our Custom Calling Features Can Make Your Life Easier!

Custom Calling Features can provide both business and residential customers greater freedom and convenience without special equipment or a sit from one of our technicians. If you need additional information or would like to order any of these services, call your local telephone company.

### EALL FORWARD BUSY

Allows you to forward incoming calls when our line is busy to another preselected num-

Activate: 🗶 9 0

Pick up the handset. When you hear a dial tone, press \*90.

Listen for second dial tone, then dial the telephone number you want your calls for-

If the party answers your call, the forwarding feature has been activated. If the party does not answer your call, you need to repeat the activation process and wait 4 seconds for a confirmation tone.

Deactivate: \* 9 1

Pick up the handset. When you hear a dial tone, press \*91.

Listen for confirmation tone and hang up.

### CALL WAITING with CANCEL CALL WAITING

Lets you know that someone is trying to call ou while you're on the telephone.

Call Waiting:

1. While on the telephone, you will be alerted to an incoming call by a special tone.

To receive the incoming call, press and release the switchhook or "flash" button on your phone. The original party will be put on hold.

You can go back and forth between parties by pressing and releasing the switchhook or "flash" button.

To Cancel Call Waiting 🛨 7 0 Before a Call:



1. Pick up the handset. When you hear a dial tone, press \*70.

Listen for second dial tone.

Now dial the number you wish to call.

When you disconnect your call, CALL WAITING is automatically reactivated.

To Cancel Call Waiting During a Call:

Note: You must have 3 WAY CALLING to enable this option 1. Place your current call on hold by depressing the switchhook.

2. When you hear a dial tone, dial 7, 0 and wait 4 seconds. You will hear a special 'beep-beep" tone.

3. Then depress the switchhook and return to

When you disconnect your call, CALL WAITING is automatically reactivated.

### THREE WAY CALLING

Lets you add a third party to your conversa-

To Add a Third Party:

 With a call in progress, press the switch-hook for about 1 second. This will place the current call on hold.

When you hear a dial tone, dial the number

of the third person.

When the third person answers, press the switchhook again for about 1 second to reconnect the first person. If this call can not be completed, or if the third person is unavailable, press the switchhook twice to resume your call with the first person.

**AUTOMATIC** CALLBACK \* 6 6

If the line you're trying to reach is busy, AUTOMATIC CALLBACK will keep trying the number for up to 30 minutes. Once both lines are idle, you'll hear a special ring. When you pick up the handset, the system will ring the party you're trying to reach.

To Initiate This Feature:

1. When you hear a busy signal, press the switchhook and release quickly.

Listen for a special dial tone. If you've already hung up, pick up the handset and listen for a normal dial tone.

3. Press \*66.

4. If the line is still busy, hang up. Your phone will check the number for up to 30 minutes. To restart the 30-minute clock, repeat steps

5. If the line frees up, you will hear a special callback ring (some phones will ring normal). Pick up the handset to automatically place the call.

To Deactivate:

1. Pick up the handset. When you hear a dial tone, press \*86.

2. Listen for confirmation tone and hang up.

### AUTOMATIC, RECALL

\* 6 9

Whether you answered the phone or not, AUTOMATIC RECALL allows you to be informed of the last incoming directory number and then gives you the choice of continuing the recall or ending the recall.

To Initiate This Feature:

1. Pick up the handset and listen for a normal dial tone. If you were already on the phone and ignored a call waiting tone, press the switchhook and release quickly.

2. Press \*69. Your phone will announce the number of your last caller. Press 1 to dial

the number.

3. If the line is busy, hang up. Your phone will continue to check the number for up to 30 minutes.

4. If the line frees up, you will hear a special callback ring (some phones will ring normal). Pick up the handset to automatically place the call.

To Cancel Your Recall:

1. Pick up the handset. When you hear a dial tone, press \*89.

2. Listen for a confirmation tone or announcement and hang up.

### NAME AND/OR CALLING **NUMBER DELIVERY** BLOCKING

Calling Number Delivery Blocking allows you to prevent your number from displaying on someone's phone. You perform blocking on a per call basis.

How to Use:

1. Pick up the handset and listen for dial tone.

2. Dial \*67 from a touch tone phone. You will receive a new dial tone.

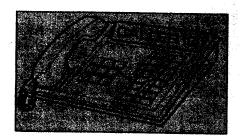
3. Dial the number you are calling.

The person you are calling will receive a "P" or "PRIVATÉ" on their phone display.

You must complete Steps 1-3 each time you want your number blocked from displaying on someone's phone.

\* ADDITIONAL FEATURES/PACKAGES AVAILABLE. CONTACT YOUR LOCAL TELEPHONE COMPANY FOR MORE INFORMATION.

### Custom Calling Features



### **CALL WAITING CALLER ID** NAME & NUMBER

Allows you to view the name and phone number of the person trying to call you while you're already speaking to someone else.

### **CALLER ID NAME &** NUMBER

Allows you to view the name and phone number of the person calling you.

### **CALLER ID NAME ONLY**

Allows you to view the name of the person

### CALLER ID NUMBER ONLY

Allows you to view the phone number of the person calling you.

Note: Caller ID features require a Caller ID unit or phone with a Caller ID display/window.

### **SELECTIVE CALL** REJECTION

Allows you to selectively program a list of directory numbers that you want rejected or blocked when they call you. The rejected or blocked caller receives a message informing him/her that you're not taking calls. phone will not ring.

### To Use:

- 1. Pick up handset. When you hear dial tone,
- press \*60. 2. You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.
- 3. Follow the voice instructions and dial 3 to turn the feature "on" or "off".

### To Add the Last Caller to Your List:

After you hang up with a person you do not want to receive calls from dial #01#.

### To Review the Numbers on Your List:

1. Dial 1 and follow the voice instructions.

### To Add a Number to Your List:

1. Dial # and follow the voice instructions.

### To Remove a Number from Your List:

1. Dial \* and follow the voice instructions.

### SELECTIVE CALL **ACCEPTANCE**

Allows you to store a directory of numbers from which you will accept calls. An incoming call from a directory number not on your list will receive a message stating that you're not taking calls right now.

1. Pick up handset. When you hear dial tone,

press \*64.
You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.

Follow the voice instructions and dial 3 to turn the feature "on" or "off".

### To Review the Numbers on Your List:

1. Dial 1 and follow the voice instructions.

### To Add a Number to Your List:

1. Dial # and follow the voice instructions.

### To Remove a Number from Your List:

1. Dial \* and follow the voice instructions.

### ANONYMOUS CALLER REJECTION

Allows you to reject calls for which calling name or calling number display information has been intentionally blocked. You do not need to be a subscriber of the Caller ID Features available to have this feature.

### To Use:

- 1. Pick up handset. When you hear a dial tone, press \*77.
- Listen for a confirmation beep tones.
- 3. Hang up.

### When Someone Calls:

When someone calls who has activated Calling Name or Calling Number Delivery Blocking, he/she will receive a message that you're not taking calls. All other callers will go through as usual.

### To Cancel:

- 1. Pick up handset. When you hear a dial tone, press \*87.
- Listen for a confirmation beeptones.
- 3. Hang up.

### SELECTIVE DISTINCTIVE RING with CALL WAITING

Allows you to program directory numbers that will be identified by a Distinctive Ring when they call you. If the call is from someone on your list, you'll hear a special ring. All other calls will have a normal ring. If you have call waiting and receive a call from a number on your list while you're on the line, you'll hear a special Call Waiting tone. For all other calls you will hear a normal tone.

### To Use:

- 1. Pick up handset. When you hear a dial tone, press \*61.
- You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.
- 3. Follow the voice instructions and dial 3 to turn the feature "on" or "off".

### To Review the Numbers on Your List:

1. Dial 1 and follow the voice instructions.

### To Add a Number to Your List:

1. Dial # and follow the voice instructions.

### To Remove a Number from Your List:

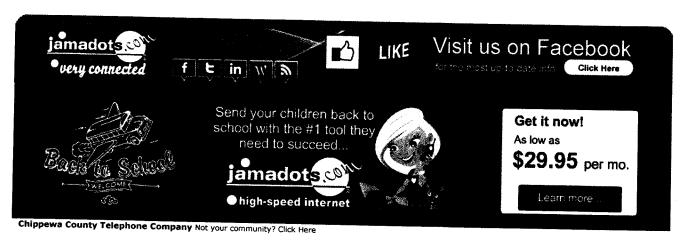
1. Dial \* and follow the voice instructions.

### **VOICE MAIL**

Target Market: Residential customers and small business customers who want a single mailbox. Mailbox replaces the need for a standard answering machine with the advantage of easy access from any touch tone phone

Additional Voice Mail Packages Available Contact your local telephone company for more information.

\* ADDITIONAL FEATURES AND PACKAGES AVAILABLE. CONTACT YOUR LOCAL TELEPHONE COMPANY FOR MORE INFORMATION.







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Voice Mail<sup>3, 3</sup>

Speed Calling

Selective Call Rejection

Selective Call Acceptance

Anonymous Call Rejection

3-Way Calling / User Transfer

\*Caller ID includes Caller ID with Name/Number Display, Call Waiting, and Call Waiting Caller ID with Name/Number Display. \*Voice Mail is NOT considered a Calling Feature. \*jamadots high-speed internet subscribers receive Visual VoiceMail for no additional charge.

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